Navigating Windows 8

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Key Concepts for Windows 8

"Windows 8.1 Stuff Everybody Thinks You Already Know"
Windows 8.1 for Dummies

- Windows 8 vs 8.1 – not that much different.
- Start Screen instead of Start button
- Apps instead of programs
- Greater use of shortcut keys – see separate handout
- More menus that come & go

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Varieties of Windows 8

- 8 – Modern – created to bridge the gap between desktop & mobile devices
- 8.1
  - Start button returns
  - Start screen more customizable
  - Able to more easily display multiple Apps on screen
- RT – mobile devices
  - Some 8/8.1 functions not available (Office)

Mouse/Keyboard vs Touch

Touch Gestures

- Tap
- Swipe
- Top down – closes open app/window
- Left from right edge – charms

Keyboard shortcuts (see handout for longer list)

- WIN key = start screen
- WIN + C = charms bar
- WIN + Q = search for apps
- WIN + R = goes to desktop program search box
- WIN + TAB = display recently used apps
- Alt + F4 = closes app/program
- ESC = closes window

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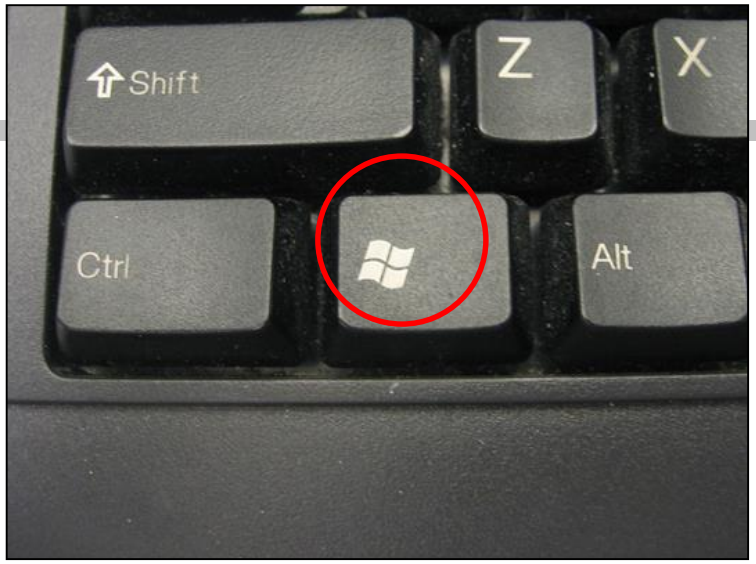
Windows 8 Shortcuts

How this works: Hold down windows key, press shortcut key.

Eg: hold Windows key & press D = Desktop



WIN +B, D, M and T	**Desktop**
WIN +C	**Charms**
WIN +E	**File Explorer**
WIN +F	**Files**
WIN +H	**Share**
WIN +I	**Settings**
WIN +L	**Lock screen**
WIN +B, D, M and T	**Desktop**
WIN +Q	**Apps**
WIN +R	**Desktop Run dialog**
WIN +U	**Ease of Access center**
WIN +W	**Settings**
WIN +X	**Power User Menu**
WIN +Z	**All Apps button on toolbar**
WIN +Enter	**Start Narrator**

See Handout

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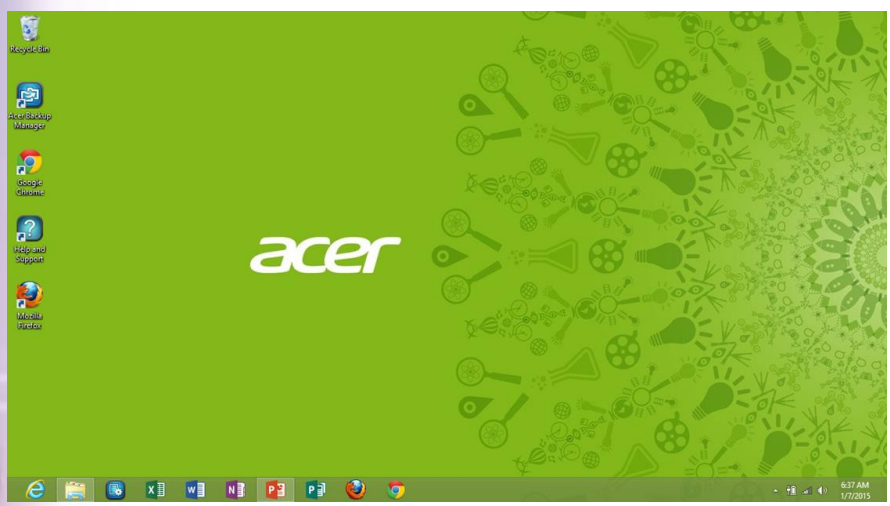
Screens – there are 3

Lock Screen

Start Screen



Desktop

Lock Screen

- Customizable
  - Change screen background
  - Use own photo
  - Your account photo
  - Add apps to Lock Screen with Tools
- Accounts
- General

Lock screen image

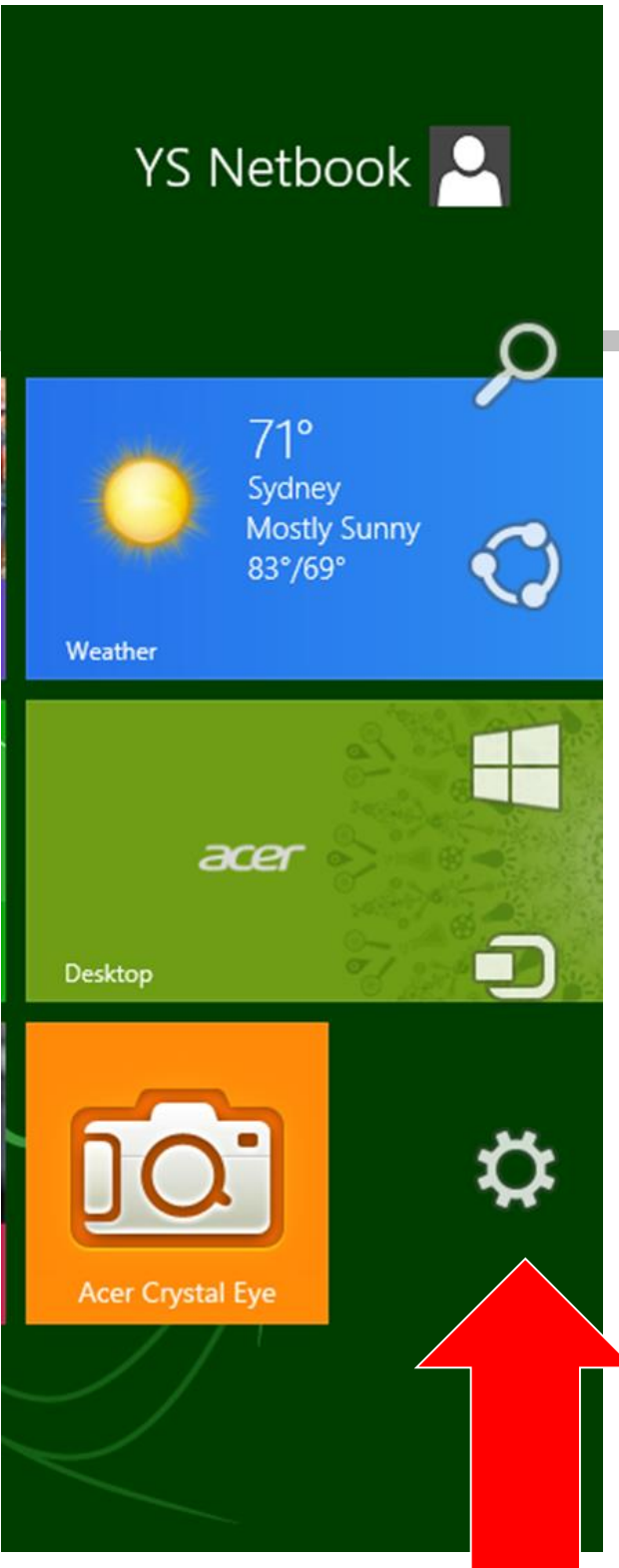
- Tiles
  - Pre-installed tiles
  - Live tiles
- Account Settings
- Charms
- Scroll Bar
- Toolbar

Managing Start Screen

- Tiles – right click on tile to get tools bar.
  - Turn live tile off
  - Resize
  - Uninstall
  - Unpin/Pin from/to taskbar
  - Unpin/pin from/to start

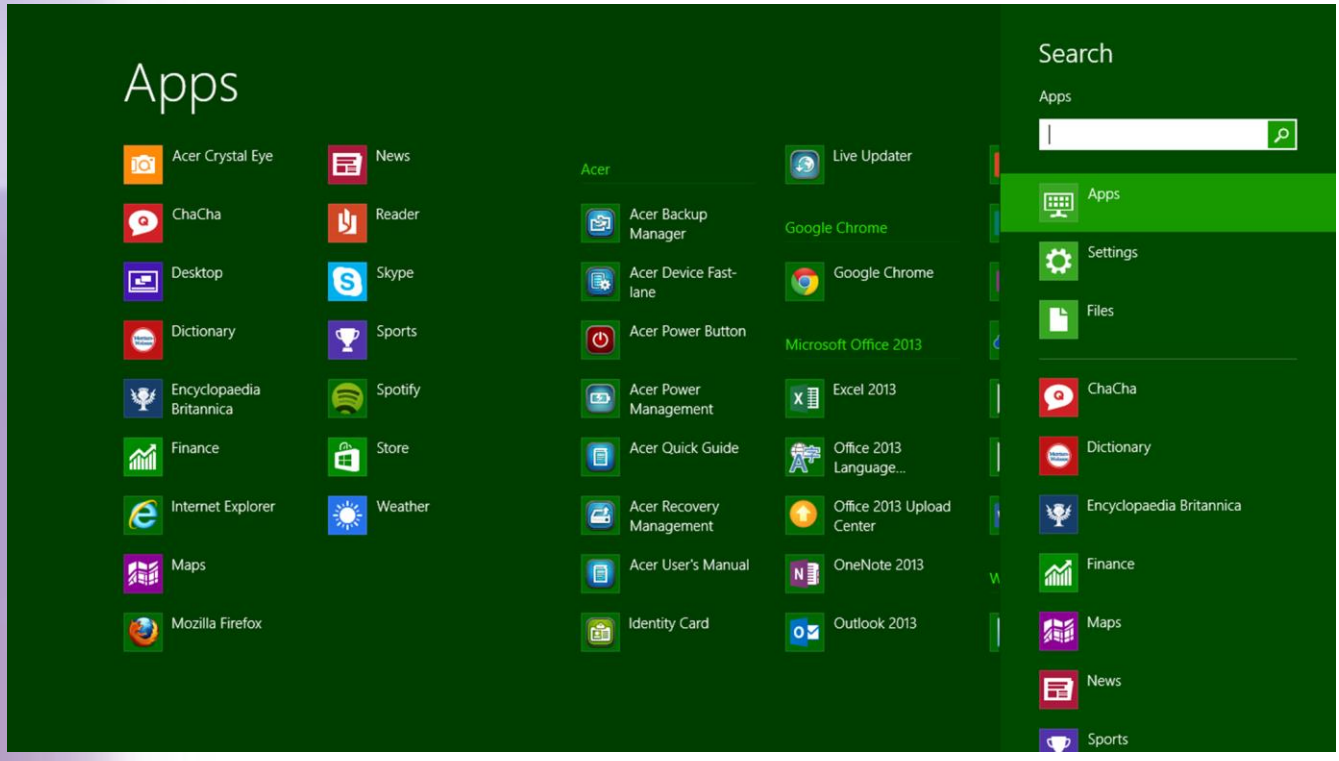
Charms Bar

- To access
  - Windows Key + C to access
  - Move mouse to top right corner
- Search – use to find a program
- Share
- Start
- Devices
- Settings (Win+I)
  - Change pc settings – like Control Panel from Win 7



All Apps Screen

- Right Click Background on START page
- Click All Apps at bottom of page
- Right Click each App to see options for that app

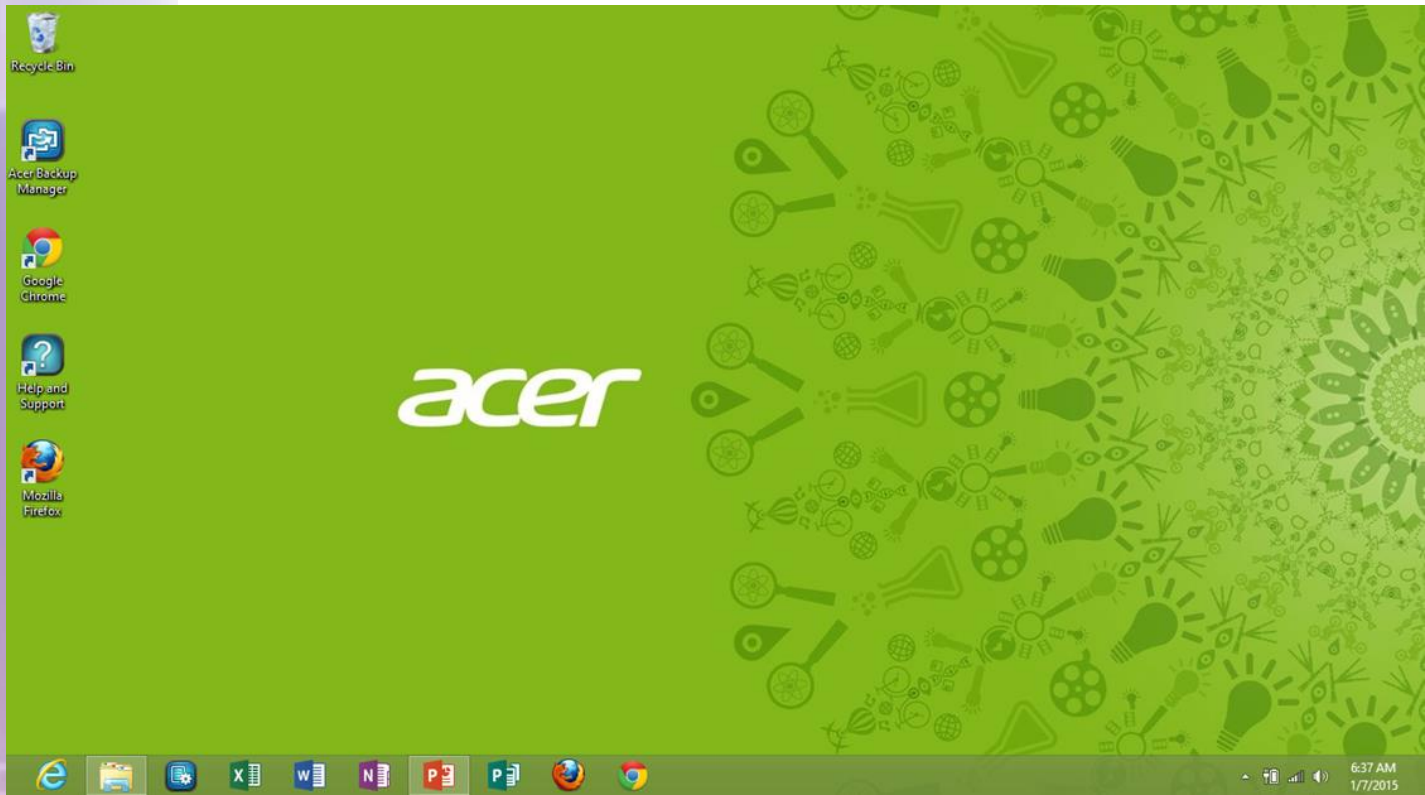


Creating & Naming Groups on Start Screen

- To create group –
  - pick up app square and slide right until you see new “group” bar
  - Drop
- To name
  - Right click background
  - Click “Name Groups”
  - Click in text box and type new name

The Desktop

- Quick Access Bar
  - File Explorer
  - Control Panel – can pin to start
  - To Change Properties
- Desktop Shortcuts
- Notifications Area
  - Settings for Notification Area

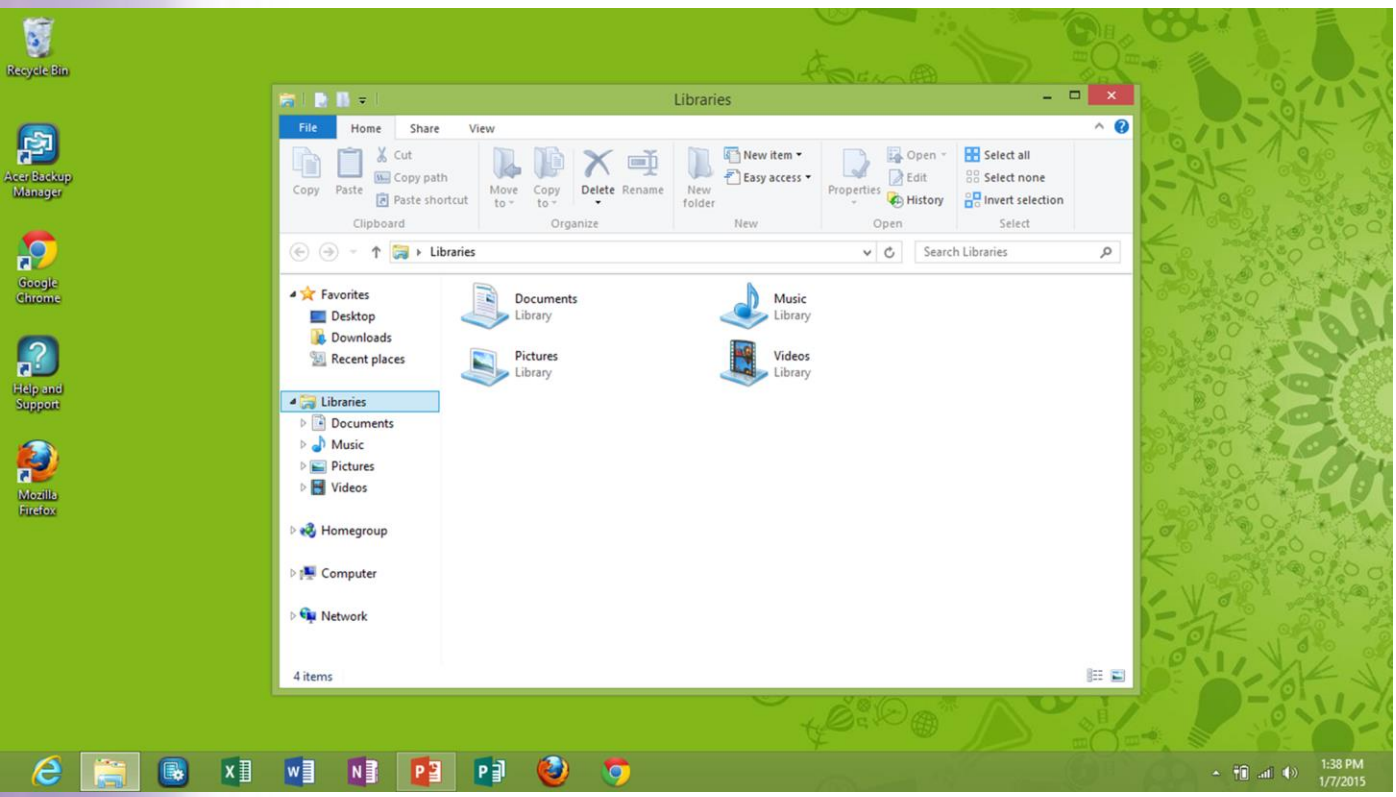


Hidden Menus

- Bottom left corner – start screen
  - On start screen – you get the desktop
- Top right corner -

Personalize Desktop

- Right Click on desktop background
- Click on Personalization
  - Click on Taskbar to adjust taskbar settings
- Works the same as Windows 7 version


Recycle Bin
Acer Backup Manager
Google Chrome
Help and Support
Mozilla Firefox
Libraries
File
Home
Share
View
Copy
Paste
Cut
Copy path
Paste shortcut
Clipboard
Move to
Copy to
Delete
Rename
Organize
New folder
New item
Easy access
New
Properties
Open
Edit
History
Open
Select all
Select none
Invert selection
Select
Libraries
Search Libraries
Favorites
Desktop
Downloads
Recent places
Libraries
Documents
Music
Pictures
Videos
Homegroup
Computer
Network
Documents
Library
Music
Library
Pictures
Library
Videos
Library
4 items
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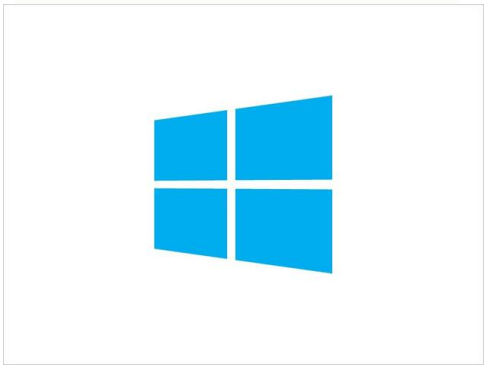
Windows 8.1 Boot to Desktop

- From the Windows desktop, right click the taskbar and click properties
- Click the Navigation tab
- Go to the Start Screen section and check the following options:
  - *When I sign in or close all apps on a screen, go to the desktop instead of start*
  - *Show my desktop background on start*
  - *List desktop apps first in the apps view when it's sorted by category*
- Go to the corner navigation section and uncheck the following options:
  - *When I point to the upper-right corner, show the charms*
  - *When I click the upper-left corner, switch between my recent apps*
- Click the OK button
- From *Absolute beginners guide to computer basics*, 7th ed., by Michael Miller, p.81.

Windows Icons/logos

Windows 7 & earlier

Windows 8